



SIGN PERMIT APPLICATION

INSTRUCTIONS FOR SIGN APPLICATIONS

Before a sign application(s) may be approved all of the following items must be on or with the sign application(s).

1. All items on the front of the application must be completed fully.
2. A site plan of the property showing the locations of buildings, property lines and locations of signs must be submitted with the application.
3. Building frontage or lot frontage measurements must be shown on the site plan.
4. A drawing of the sign(s) or a photo showing the sign measurements of the sign must be attached to the application form.
5. If projecting or wall signs are to be installed, the measurements of the sign face and the height of the sign from the grade must be shown. The width of the sign (distance from wall to face of sign) must also be shown.
6. If a freestanding or ground mounted sign is to be installed, the complete measurements of the sign, including height from grade to top of sign, as well as the sign face measurements must be included. The location (distance) from the property lines must also be shown on the site plan. (A separate building permit may be needed in some cases.)
7. If the sign is electrically illuminated, a UL label number must be obtained and in some cases, a separate electrical permit may be needed. Method of illumination must also be specified.



FOR INFORMATION CALL (303) 659-4050

SIGN PERMIT APPLICATION

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|----------------------------|--|------------|
| VALUATION OF SIGN | | PERMIT NO. |
| BUSINESS NAME | | PHONE |
| BUSINESS MAILING ADDRESS | | |
| PROPERTY OWNER | | PHONE |
| OWNER MAILING ADDRESS | | |
| CONTRACTOR NAME | | PHONE |
| CONTRACTOR MAILING ADDRESS | | |
| CONTRACTOR LICENSE NO. | | |
| DATE OF REVIEW | | |

PLEASE COMPLETE ALL SPACES AND CHECK ALL BOXES THAT APPLY TO THIS SIGN

| | | |
|--|---|---|
| <input type="checkbox"/> ERECT | <input type="checkbox"/> MOVE | <input type="checkbox"/> ALTER |
| <input type="checkbox"/> ZONE DISTRICT | <input type="checkbox"/> LOT FOOTAGE | <input type="checkbox"/> BUILDING FOOTAGE |
| <input type="checkbox"/> SINGLE TENANT | <input type="checkbox"/> MULTI – TENANT | <input type="checkbox"/> FREE STANDING |
| <input type="checkbox"/> MARQUEE | <input type="checkbox"/> GROUND MOUNTED | <input type="checkbox"/> WALL |
| <input type="checkbox"/> AWNING | <input type="checkbox"/> PROJECTING | <input type="checkbox"/> SINGLE FACE |
| <input type="checkbox"/> DOUBLE FACE | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> NON-ELECTRIC |
| _____ HEIGHT OF SIGN | _____ FACE/SIGN MATERIAL | _____ NUMBER OF SIGNS |

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

APPLICANT MUST SUBMIT:

- (1) A SITE PLAN SHOWING THE LOT SIZE, BUILDING FOOTAGES, AND SIGN HEIGHT.
- (2) A DRAWING OR PICTURE OF THE PROPOSED SIGN.

COMMENTS:

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| |
| |

X

APPLICANT'S SIGNATURE

DATE

IF PLANS ARE NOT PROVIDED, YOU MUST USE REVERSE SIDE OF THIS FORM TO SKETCH SITE PLAN AND PROPOSED SIGNAGE. INCLUDE ELEVATIONS AND SET BACK MEASUREMENTS, AS WELL AS SIGN MEASUREMENTS. LOT OR BUILDING MEASUREMENTS MUST BE INCLUDED BEFORE APPLICATION CAN BE APPROVED.